



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**STAFF SERVICES ANALYST
\$2,873 – \$4,671
ENFORCEMENT BRANCH HEADQUARTERS
SACRAMENTO**

RESPONSIBILITIES:

Under the general supervision of the Staff Services Manager I, or designee, the incumbent performs work of average difficulty in a wide variety of consultative and analytical staff services assignments related to reports of suspected insurance fraud and violations claims. This position researches and analyzes data contained in the Electronic Fraud Referrals (eFD-1) system, the Fraud Integrated Database (FIDB), and the Investigation Division Case Management Database (IDCM) to identify fraud and referral trends. The incumbent prepares statistical and trends analysis reports regarding insurance fraud and violations for Branch staff, executive management, Legal Division, law enforcement agencies, and external stakeholders. This position trains staff and eFD-1 insurance industry users on the intake processes and systems. The incumbent provides guidance and technical assistance to the public, other state agencies, insurance carriers, law enforcement agencies, and others, as they relate to the submission of suspected fraud claims (SFCs) and reports of suspected violations (RSVs). ***Fingerprinting and background check are required. Free Parking! Close to Light Rail!***

DESIRABLE QUALIFICATIONS:

- Experience in conducting detailed analysis;
- Ability to handle multiple responsibilities including organizing and prioritizing workload to meet deadlines;
- Customer service oriented; excellent interpersonal skills and ability to work with all levels of the organization;
- Strong skills in Microsoft Applications (i.e. Outlook, Word, Excel, Access and PowerPoint);
- Strong skills with database applications such as Oracle, Access, etc.;
- Excellent analytical, writing, and verbal communication skills;
- Ability to work with extreme independence under general supervision or in a team setting;
- Willingness to learn and adapt to change;
- Ability to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive matters at all times.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Analyst level, those with transfer eligibility, or those with list eligibility. All applications will be reviewed; however, only the

8/12/14 EMC

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE “STAFF SERVICES ANALYST, PSN # 413-189-5157-xxx” ON THE STATE APPLICATION.**

Applications must be postmarked by the final filing date to be considered. For additional information, please call Eva Crew at (916) 492-3310.

FINAL FILING DATE: **August 26, 2014 by 5:00 p.m. – Close of Business]**

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

8/12/14 EMC

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
